

## Introduction to Basic Labor Relations

### **COURSE NUMBER    14040**

For information about this course, contact:  
 FAA Program Manager: Shepherd Curl  
 (386) 446-7132

---

### **DESCRIPTION AND LEARNING STRATEGY**

This is a learner-centered, workplace-oriented correspondence course for anyone who needs the Introduction to Basic Labor Relations. This course is aimed at providing a firm basis of knowledge in labor relations in an effort to better enable FAA employees to discharge their labor relations responsibilities.

Modules in this course are:

- Overview
- Statute
- Agreement Administration and Grievances
- Unacceptable Performance, Conduct, and Discipline.

### **OBJECTIVES**

- Outline major steps in the evolution of Federal sector unionism.
- Identify the purpose of the Federal Service Labor-Management Relations Statute.
- Identify the major functions of the organizations which are responsible for administering Federal labor relations law.
- List the basic rights and obligations of employees, labor organizations, and agencies under the law.
- Define the term “bargaining unit” and list major steps for a labor organization to become the exclusive representative of the unit.
- Define negotiation, identify appropriate matters for negotiation, and list requirement for “good faith” bargaining.
- Identify the respective roles of management and the union in administering a negotiated agreement.
- State the purpose and scope of the negotiated grievance procedures, including arbitration.
- Identify employee and union rights to representation in grievance proceedings.
- Define unfair labor practices and recognize actions which may constitute unfair labor practices; list major steps in the processing of unfair labor practices.

### **CLASS SIZE**

Individual, self-paced

**LENGTH**    48 hours

### **LOCATION**

Employee work site  
or home

### **WHO SHOULD ATTEND**

Employees who have a need or desire to gain knowledge and improve skills in basic labor relations

### **ENROLLMENT**

Access the enrollment system at  
<https://www.academy.jccbi.gov/ama310c/default.asp>.

### **PREREQUISITE**

None

### **PRECOURSE**

None

### **RELATED COURSES**

Managing Change  
(FAA01306)

Mediation Techniques for  
Conflict Resolution  
(FAA01236)

Negotiating Effectively  
(FAA01285)